
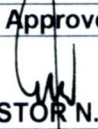


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM




I, NOEME P. ALCANCIA, of PENRO, Oriental Mindoro, of General Records Section Commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2021 to June 30, 2021.

Ratee: NOEME P. ALCANCIA

Date

Reviewed by:	Date	Approved by:	Date
 MARICEL V. SUPLEO In-Charge, Admin and Finance Sector		 NESTOR N. CUASAY In-Charge, Management Service Division	

P/A/Ps	Performance Indicators ( targets+measures )	Actual Accomplishments	Rating			Remarks	
			Q1	E2	T3	A4	
ACTIONS ON DOCUMENTS/REQUESTS	100% of documents/correspondence receive and encode (DATS) and forwarded to the PENR Officer/other concerned personnel upon receipt with 100%accuracy	100% of documents/correspondence received and encode (DATS) and forwarded to the PENR Officer/other concerned personnel upon receipt with 100%accuracy		5	3	4	
	100% of documents/correspondence sorted, prepared transmittal/mails for delivery to CENRO's. Regional Office and other agencies upon receipt with 100% accuracy	100% of documents/correspondence sorted, prepared transmittal/mails for delivery to CENRO's. Regional Office and other agencies upon receipt with 100% accuracy		5	3	4	
	100% documents/correspondence certified, Clearance signed and numbered PENRO Special Orders upon receipt with 100% accuracy	100% documents/correspondence certified, Clearance signed and numbered PENRO Special Orders upon receipt with 100% accuracy		5	3	4	
	100% of documents requested by personnel were provided on time upon request thereof with 100% accuracy	100% of documents requested by personnel were provided on time upon request thereof with 100% accuracy		5	3	4	

Submission of Individual SALN	One SALN submitted to the Chief MSD within the prescribed time with 100% accuracy	One (1) Statement of Assets, Liabilities and Net worth (SALN) prepared and submitted to Chief Administrative Section on January 4 2021.	4.5	5	4.75
Submission of IPCR	One (1) commitment submitted to the Chief MSD within the prescribed time with 100% accuracy. One rated IPCR submitted to the Chief MSD within the Prescribed time with 100% accuracy	'One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to Chief Administrative Section on April 16, 2021.	4.5	5	4.75
Submission of DTR	'Two (2) IPCR with rating submitted on prescribed period July to December 2020 January to June 2021	One (1) IPCR with rating submitted on January 26, 2021. July to December 2020	4.5	4	4.25
<b>Total Over All Rating</b>			<b>33.5</b>	<b>26</b>	<b>29.75</b>
<b>Final Average Rating</b>			<b>4.785</b>	<b>3.714</b>	<b>4.250</b>
<b>Adjectival Rating</b>			<b>VERY SATISFACTORY</b>		
<b>Comments and Recommendations for Development Purposes</b>					
<i>Always at work on time. Responsible in performing her tasks. Needs training necessary to her job. Recommended for promotion.</i>					
<b>Discussed with</b>	<b>Date</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Rating by:</b>	<b>Date</b>
 <b>NOEME P. ALCANCIA</b> Employee	8/16/2021	I certify that I discussed my assessment of the performance with the employee  <b>NESTOR N. CUASAY</b> In-Charge, Management Service Division	8/23/2021	 <b>MARYJUNE F. MAYPA</b> PENRO	8/23/2021



## MONTHLY ACCOMPLISHMENT REPORT JOURNAL

Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: January 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WEP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>	✓		✓		Rated IPCR	Prepare Rated IPCR for July to December 2020	Prepared Rated IPCR for July to December 2020 and submitted to Chief Admin. and Finance for signature	1 day
	✓		✓		SALN	Updating of SALN as of December 2020	Updated SALN as of December 2020 and submitted to Personnel Section	1 day
	✓		✓		PDS	Updating Personal Data Sheet (PDS and submitted to Personnel Section)	Updated the Personal Data Sheet (PDS) and submitted to Personnel Section	1 day
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Certify the documents/correspondence, sign clearance and numbering PENRO Special Order	Certified the documents/correspondence, signed clearance and numbered PENRO Special Order	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Provide documents requested by internal and external clients	Provided documents requested by internal and external clients	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Sorting of Documents/correspondence and preparing of transmittal for delivery to CENRO's Regional Office and other agencies	Prepared transmittal for sorted documents/ correspondence to be delivered to Regional Office/CENROs and other agencies thru email/courrier	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Certify documents/correspondence , Clearance sign and number PENRO Special Orders	Certified documents/correspondence , Clearance signed and numbered PENRO Special Orders	daily
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee  \_\_\_\_\_  
 Date Accomplished \_\_\_\_\_

Verified by the Immediate Supervisor :  **MARICEL V. SUPLEO**  
 PENRO Accountant

# MONTHLY ACCOMPLISHMENT REPORT JOURNAL

Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: February 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Certify the documents/correspondence, sign clearance and numbering PENRO special order	Certified the documents/correspondence, signed clearance and numbered PENRO special order	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Provide documents requested by internal and external clients	Provided documents requested by internal and external clients	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Sorting of Documents/correspondence and preparing of transmittal for delivery to CENRO's Regional Office and other agencies	Prepared transmittal for sorted documents/ correspondence to be delivered to Regional Office/CENROs and other agencies thru email/courier	daily
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<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee  \_\_\_\_\_  
 Date Accomplished \_\_\_\_\_

Verified by the Immediate Supervisor :  **MARICEL V. SUPLEO**  
 PENRO Accountant



**MONTHLY ACCOMPLISHMENT REPORT JOURNAL**

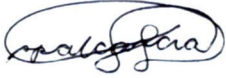
Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: March 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Certify the documents/correspondence, sign clearance and numbering PENRO special order	Certified the documents/correspondence, signed clearance and numbered PENRO special order	daily
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<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)					<b>SKELETAL WORKFORCE ( MARCH 29-31, 2021)</b>			

Signature of the Employee  \_\_\_\_\_  
 Date Accomplished \_\_\_\_\_

Verified by the Immediate Supervisor :  **MARICEL V. SUPLEO**  
 PENRO Accountant

**MONTHLY ACCOMPLISHMENT REPORT JOURNAL**

Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: April 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>	✓		✓		IPCR	Prepare IPCR Commitment for 2019	Prepared IPCR Commitment for 2019 submitted to Chief Admin. and Finance for signature	1 day
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Certify the documents/correspondence, sign clearance and numbering PENRO special order	Certified the documents/correspondence, signed clearance and numbered PENRO special order	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Provide documents requested by internal and external clients	Provided documents requested by internal and external clients	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Sorting of Documents/correspondence and preparing of transmittal for delivery to CENRO's Regional Office and other agencies	Prepared transmittal for sorted documents/ correspondence to be delivered to Regional Office/CENROs and other agencies thru email/courrier	daily
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<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)					<b>SKELETAL WORKFORCE (April 5-23, 2021)</b>			


Signature of the Employee  \_\_\_\_\_  
 Date Accomplished \_\_\_\_\_

Verified by the Immediate Supervisor :  **MARICEL V. SUPLEO**  
 PENRO Accountant



**MONTHLY ACCOMPLISHMENT REPORT JOURNAL**

Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: May 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
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 Date Accomplished \_\_\_\_\_


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**MARICEL V. SUPLEO**  
 PENRO Accountant

**MONTHLY ACCOMPLISHMENT REPORT JOURNAL**

Name: <b>Noeme P. Alcancia</b>	Section: <b>Administrative Section</b>
Position: <b>Land Management Officer I</b>	Division: <b>Management Services Division</b>

**MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: June 2021**

	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
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<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)			
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee   
 Date Accomplished \_\_\_\_\_

Verified by the Immediate Supervisor :   
**MARICEL V. SUPLEO**  
 PENRO Accountant